



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Job-Sharing Model Policy and Guidance for Schools

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Policy

1. Introduction

Job sharing is a method of working whereby two people voluntarily share the duties and responsibilities of one full-time position. Job sharers should not be considered part-time workers. The full-time salary and accompanying conditions of service are divided proportionately between the job sharers.

Applications for Job-Share may arise through:

- (i) Existing employees wishing to share their own or similar job
- (ii) Employees returning from Maternity Leave
- (iii) Two separate candidates applying for one vacant full-time post on a job-sharing basis.

2. Scope of the policy

The Job Sharing scheme applies to all posts unless it can be established that a particular post is not suitable. (See Guidance Notes for Managers – Section 3).

3. Policy statement

- 3.1 Job sharing arrangements will only be introduced on a voluntary basis. Job sharers will be no more susceptible to redundancy than any other employee.
- 3.2 Job sharers will be appointed to individual contracts of employment, the job security of each sharer is not, therefore, conditional on the continuing employment of the other.
- 3.3 Job sharers will be paid the appropriate rate of pay for the post, on a pro rata basis, in accordance with the number of hours worked and the grade of the post.

The post against which a job sharer is employed will remain as a whole post in establishment terms and the grades of the post relate to all sharers employed against it.

Any review of the grading of the post will consider the whole post and not the duties of an individual employed against part of the post.

- 3.5 Incremental progression will be on an individual basis. Sharers in the same post may therefore be paid at different rates of pay, within the same grade.
- 3.6 All entitlements associated with length of service, e.g. sick pay entitlement and maternity pay will be individually applied and calculated on a pro rata basis.
- 3.7 The normal arrangement for providing temporary cover during maternity leave will apply. If however the remaining job sharer is offered the extra temporary hours, a separate contract should be issued for these hours.
- 3.8 Bank Holiday arrangements will be calculated on a pro rata basis.
- 3.9 Staff moving from full-time work to a job sharing arrangement should be advised that this will affect their long term benefits from the Teachers' Pension or Local Government Superannuation Schemes.
- 3.10 Job sharers who earn more than the lower earnings limit will pay National Insurance contributions and will therefore be entitled to the normal National Insurance benefit when appropriate.
- 3.11 Staff employed on one job sharing contract should not be employed on a second job sharing contract at the same time.
- 3.12 The number of hours worked by the sharer should not normally exceed the contracted hours. Approved additional hours will either qualify for time off in lieu or be paid for at the basic hourly rate not at an overtime rate.
- 3.13 Job sharers will have the option to fill in for their partners for sick leave, INSET or other absence, at the discretion of the Headteacher.

4. Procedures

Where an existing employee wishes to share his/her own post they should consult their Headteacher and Head of Department if appropriate. Unless the post is to be exempt from job-share arrangements it will be advertised through the internal Newsletter. If there are no suitable applicants the employee could consider the possibility of sharing another similar post providing the current postholder and school management are agreeable to such an arrangement. Alternatively, management, at its discretion, may agree to advertise the post externally.

If these options do not provide a suitable job-share partner it will not be possible to pursue the proposal to job-share.

4.1 Advertisements

All recruitment advertisements (internal and external) should state that the school operates a job share policy and that all posts are available for job-share unless otherwise indicated.

4.2 Interviews

Applicants for a job-share post should be considered within the school's normal selection process. Individual job-sharers should be assessed on their merits as all other candidates, and in line with the school's Recruitment and Selection policy.

Job Share applicants should be individually interviewed. When job-sharers are selected for the same post and a written offer of employment made they should be given the opportunity to meet each other, together with the Headteacher and Head of Department.

If after interview both a full-time candidate and a single job share applicant are identified as suitable for the post, an offer will be made to the full-time candidate. The single job-share applicant will be advised that unfortunately as it was not possible to find a suitable partner, their application has been unsuccessful.

When there is a sharer already in post (as a result of a sharer leaving) and another sharer is offered an appointment they must be given the opportunity to meet in the presence of the Headteacher and Head of Department.

4.3 Termination of employment

If one job sharer terminates his/her employment the decision to advertise the post will be considered by school management in line with all other posts. If management wish the job to revert to full-time the remaining job sharer should initially be offered all of the remaining hours of the post.

Otherwise the post will remain on a job share basis and the remaining hours will be advertised through normal channels. If it is not possible to identify a suitable partner then redeployment may be considered.

5. Conditions of Job Share Scheme

Job Sharers already in post will be able to apply for any vacancy through the normal process on a full-time or job share basis, if the post has been designated as one appropriate for job sharing.

Job Sharers should have the opportunity to return to full-time employment providing the appropriate vacancies are available.

6. Job Sharing Arrangements

The particular arrangements for job sharing may vary considerably dependent on both the type of work and the individuals concerned. When a job sharing appointment is made arrangements for covering the hours of work and the allocation of particular duties must be mutually agreed with the individuals concerned and confirmed in writing.

7. Allocation

Whilst job sharing partners will share the same job description, the allocation of tasks should take into account:

- the type of work
- the needs of the service
- the fair distribution of different types of work between the sharers
- the special skills, knowledge and ability of the sharers
- individual workloads

and should encompass the full range of duties of the post.

Arrangements for the division of hours worked between sharers will need to take into account the requirements of the job for cover at particular times or on particular days and how the cover is to be undertaken between them.

Arrangements for the division of hours on a job sharing basis could include any combination which is acceptable to management, e.g.:

- (i) week on/week off arrangement
- (ii) divided week e.g. 2½ days per week per person
- (iii) mornings/afternoons
- (iv) alternate days

The need for and length of overlap between the two sharers will depend on the type of work concerned. (For teaching staff the combined number of hours worked by sharers should not exceed 1265 hours over the school year).

8. Links with other policies and procedures

In dealing with job-sharing requests and arrangements and job-sharing employees, managers should be aware of and comply with the terms of other relevant policies and procedures including but not limited to:

- Flexible Working
- Employee Relations Procedure
- Guidance Notes for Managers - Employee Relations

- Safer Working in Schools
- Managing Stress – Model Policy Statement for Schools

GUIDANCE NOTES FOR MANAGERS

1. Introduction

Job Sharing Schemes are intended to promote a more flexible approach to work both for managers, in the number and quality of staff she/he has available, and to employees in that it has the potential to create more job opportunities. Job sharing thus presents a fundamental change to existing employment practices and it is therefore important that these guidelines should be read in conjunction with the policy document outlining the scheme itself and in the case of teachers requesting job-share the document Guidance for Headteachers (FAQ's on Teachers working job-share) – Appendix 2.

Job sharing should present a number of potential advantages to schools and includes the following:

- (i) A school may be unable to find a suitable person to do a particular job on a full-time basis. If the job is shared, there may be a further pool of potential applicants from which to choose.
- (ii) Some jobs may be repetitive or high pressured and as such turnover rates may be high. The sharing of such jobs may reduce turnover and maintain stability. Alternatively, schools may lose valued employees because full-time work does not suit their personal needs. Job sharing can prove one way of retaining highly capable staff who might otherwise have left
- (iii) It may also be economically advantageous in some cases for schools to arrange cover over peak periods so that both job sharers work busy periods, but are off work during quieter periods.
- (iv) Greater continuity can be brought about because one sharer can carry on with at least half of the work if the other falls sick, leaves the job or takes holiday or other leave. There is also the possibility of one half standing in on a paid full-time basis in an emergency, but this is not a requirement of the scheme and pressure should not be put on the job sharer to do this.

2. Who can apply?

The scheme will apply to all posts unless it can be established that a particular post is unsuitable (see exemptions below).

An arrangement for job sharing may be introduced, for example, due to:

- (a) An existing full-time employee seeking a job sharing arrangement through a flexible working request. Headteachers should give these requests careful consideration in line with the Flexible Working policy, no request should be turned down unreasonably or without clear justification.

The section –Guidance for Employees - may be helpful to existing employees considering job share. (See Appendix 1).

- (b) Two separate candidates can be appointed to a vacant full-time post on a job sharing basis.
- (c) An employee returning from maternity leave can request to return on a job sharing basis. The remaining portion of hours would then be advertised.

3. Exemptions

The opportunity for job sharing is open to most posts. As such all advertisements for vacant posts (both internal and external) will make reference to the School's Job Share policy and indicate that all posts are available for Job Share unless otherwise stated.

Exemptions should be determined on clear criteria related to the demands of a particular post.

The following factors should be addressed when making an exemption:

- (i) Job sharing may be more difficult to operate in practical terms with senior jobs that have significant managerial content. This may be particularly so where there are potential communication difficulties between the two sharers.

However, this does not mean it is not possible to job share such posts and in considering an exemption any potential difficulties should be fully explored.

- (ii) Headteachers should examine each post in detail, looking at factors that may include the following:
- does the position require a broad range of skills?
 - can the responsibilities be clearly defined and divided?
 - what hours need to be covered by the sharers, and what degree of overlap would be required?
 - responsibility for others and the degree of that responsibility

4. Applications for Job Share Posts

Headteachers should be aware that any applicant may be a potential job sharer. It may be helpful to ensure that all applicants complete the advisory proforma at Appendix I. This information will only be made available to the panel at the interview stage, where candidates should be asked about potential job share arrangements.

5. Interview Procedure

The same interview procedure for full-time employees should also apply to job sharers. This includes:

- (a) Interviewing each candidate individually to assess ability to do the job.
- (b) Each candidate should receive broadly the same structure, time and questions.
- (c) The panel should consider each candidate at the end of each interview. They should reach an agreed panel decision on each.

An individual application for job sharing should be treated as all others in the above process. The candidate should then be assessed on his/her merits.

Interviewers are perfectly entitled at the final stage to make any selection according to assessed ability. For example:

- to appoint a full-time applicant;
- to appoint two job share applicants where applicable;
- to appoint a single applicant for job share and to re-advertise the other half.

6. The Job Offer

Where two job sharers are offered the post the offer letter should invite them to meet each other together with the Headteacher. This meeting should be used to agree the working arrangements between the two sharers, and the arrangements should be confirmed in writing, making it clear that this is part of the contract of employment. This should also apply where one half of a post is already filled.

7. Rates of Pay

Job sharers will be paid the appropriate rate of pay for the role on a pro rata basis.

8. Holidays

(i) Annual Leave (APT&C and Manual Staff)

Job sharers are entitled to annual leave pro rata to the entitlement of a full-time employee.

(ii) Public and Statutory Holidays (All Staff)

There are generally 8 public holidays per year which should be divided on a pro rata basis between both sharers. In practice each job sharer would then be entitled to 4 public holidays per year.

In operational terms as most Bank Holidays fall on a Monday, the job sharers and their manager should agree cover arrangements which allow the person who works the second half of the week to have some time off work for statutory holidays.

9. Method of Payment

Job sharers will be paid through the payroll in the same way as full-time employees.

10. Notice of Termination of Employment

The notice of termination for job sharers will be in line with their conditions of service.

11. Pensions

Job sharers will be admitted to the Local Government Pension Scheme or Teachers' Pension Scheme. The contribution remains at the same percentage of salary.

If existing employees wish to leave the scheme when opting for job share they will be unable to withdraw their contributions from the fund because they will not count as "leavers" for pension purposes (i.e. they have not left the Council's employ). Service and contributions will be "frozen" subject to return to whole-time employment or cessation of employment.

Employees considering job sharing prior to retirement must seek advice on the implications from the pension scheme provider.

12. Maternity Leave

Job sharers will be eligible for the Council's maternity scheme subject to the normal conditions of the scheme being fulfilled.

Where a woman previously working full-time returns from maternity leave and indicates that she wishes to undertake her previous duties on a Job Share basis, this request should be given serious consideration.

13. Overtime (APT & C and Manual Staff)

The experience of other Local Authorities operating Job Sharing schemes indicates that overtime for job sharers may be a problem.

In order to clarify this matter job sharers, who work beyond their normal hours but not outside the normal working day, will be paid for their extra work on their basic hourly rate. Alternatively, time off in lieu may be more appropriate subject to the Headteacher's discretion.

14. Complaints

Complaints from existing staff regarding the application of the scheme can be made through the school's Grievance Procedure.

15. Queries on the Operation of the Scheme

These should be taken up with the Headteacher in the first instance.

GUIDANCE NOTES FOR EMPLOYEES

1. The School's Policy

Under the school's Job Share Policy all vacancies will be regarded as having the potential for job-sharing unless specifically excluded on special grounds.

2. What is Job Sharing?

Job Sharing involves two people voluntarily sharing one full-time job. Each person does a portion of the work and receives a proportional amount of pay and benefits on a pro rata basis.

3. How does it operate?

The arrangements for job sharing may vary dependent on the type of work, the needs of the employing division and the individuals concerned. Job Sharers will generally work a minimum of 16 hours per week. Arrangements for the division of hours are flexible. As a job sharer you do not necessarily have to work a portion of each day. You may agree on a morning/afternoon split, alternative days or weeks or split the week from Monday to Wednesday morning and Wednesday afternoon to Friday.

The specific arrangements do, however, need to take into account the requirements of the school and will be subject to Governors' approval.

Specific guidance on job sharing arrangements for teachers can be found at Appendix 3.

4. What are the Conditions of Service?

As a job sharer you will receive an individual Contract of Employment. Your pay will be based on the number of hours worked and the grade/salary associated with the post. It will be on a pro rata basis, as will sick pay entitlement, maternity leave entitlements and, where appropriate, annual leave, which will be applied on an individual basis. You can still remain in the Local Government Pension Scheme or Teachers' Pension scheme.

5. How to become a job sharer

You can apply to share your existing job by submitting a flexible working request in line with the Flexible Working policy.

6. What about promotion and career development?

Job sharers will be able to apply for any vacancy through the normal process on a full-time or job share basis, providing the position is considered suitable for job-sharing.

7. What happens when one job-share partner leaves?

If your job-share partner leaves and school management agree that the post should be maintained on a job share basis, the other half of your post will be advertised as a job share.

If the other half of your post is not filled through advertising or if in other exceptional circumstances it is agreed that your post should be held by a full-time employee, you will be offered the opportunity to fulfil the full-time role.

If you want to leave the job sharing scheme you can apply for transfer or promotion to a full-time post.

8. Exemption from the scheme

Some jobs may be exempted from the scheme but only when there are special reasons and after full consideration.

If it is agreed that a job will be excluded from the scheme, this will be indicated on the job vacancy advertisement.

Job Sharing Advisory Pro-Forma

1. In line with School policy this post is open to job sharing.
2. Job-sharing generally applies where two people voluntarily share the duties and responsibilities of one full-time job. Pay and other benefits are shared between them in proportion to the percentage of hours each works. If necessary, a degree of overlap can be built into the work periods at each "changeover point", so that contact can be made between the two workers and communication/discussion occur to ensure efficiency is maintained.
3. There are a variety of ways in which the hours of the job may be shared. The time can be worked by an am/pm split, or alternating days or weeks, or with the week split from Monday to Wednesday and Wednesday to Friday, or any other combination which takes into account the needs of the employing Division and the sharers. The split need not be 50/50.
4. Remuneration and other terms and conditions of employment will apply on a pro rata basis to those employees working full time and full details will be made available to potential job sharers at interview stage.
5. If you are interested in job sharing, please complete the slip below and return it with your application form. Should you already have a person in mind to share the job with, please note that each of you should make a separate application and that each application will be treated on its own merit. There is no guarantee that either of you will be appointed, or if one of you is, that the other will be.
6. This information will not be made available to the panel at the short listing stage of the recruitment process, but you may be asked about job sharing arrangements at interview.

APPLICATION FOR JOB-SHARING

Surname: _____
 Preferred Title: _____
 Other Names: _____
 Job Applied For: _____
 Post Number: _____
 School: _____

JOB SHARE ARRANGEMENTS

(Please tick appropriate box/es or complete space below marked "other")

Daily		Alternate Days	Part Week		Alternate Weeks
AM	PM		Monday	Wednesday	
			Tuesday	Thursday	
			Wednesday	Friday	

Other - Please specify below:

Are you ALSO interested in this job on a full-time basis?
 (Please circle as appropriate)

YES

NO

Guidance for Headteachers on Teachers working Job-Share

1. Introduction

The following is Local Authority advice on the practical operation of job share arrangements for teachers. It is specifically for Teachers as it relates to their terms and conditions of employment and applies to a Teacher in any type of establishment. The note does not cover all queries relating to job share however it is hoped that it will cover some of the main operational points and advice, and indicate where further advice should be sought.

For all staff (including teachers) the job share policy (available on the HR pages of the Intranet) provides additional advice and guidance. You may also wish to refer to the guidance on flexible working.

2. When can a teacher request to work job share?

Any teacher (male or female) can request to work job share at any time during their career through the flexible working policy.

3. What do I do if I receive a request from a teacher currently in work requesting to work job share?

Give the request full consideration in line with the Flexible Working policy. If you agree to the request in principle inform the teacher that it will be dependent on recruiting a job share partner and the likely timescales for this.

4. What do I do if I receive a request from a pair of currently full time teachers requesting to work job share?

Give the request full consideration in line with the Flexible Working policy. If you agree to the request in principle inform the teachers that it will be dependent on recruiting a teacher to the vacant post and the likely timescales for this.

5. What do I do if I receive a request from a teacher currently on maternity leave?

Give the request full consideration in line with the Flexible Working policy. If you agree to the request in principle inform the teacher that it will be dependent on recruiting a job share partner and the likely timescales for this. However you should discuss with

the teacher and consider temporary arrangements to accommodate the reduced hours on return to work.

NB. When a teacher is returning from maternity leave, they are only obliged to give 8 weeks' notice. Good practice would be to agree the level of contact with the teacher prior to the start of their maternity leave and to discuss the fact that any flexible working requests (job share or part time working) will be considered but that early submission of the request gives the school time to ensure that the proper arrangements are in place prior to the return of the teacher.

6. What issues should I consider when I have received a request to work job share?

- Consider the post in detail; does it require a broad range of skills? Can responsibilities be clearly defined and divided (classroom based and other e.g. attendance at staff/department meetings)? What amount of overlap do you think is required?
- Will there be any additional costs which may be incurred
- Is there a potential for a detrimental impact on quality or continuity
- Number of other job share's already within the school (organisation, communication issues etc.)

There may be grounds to decline the request based on some of the points above, however we would advise that if you are going to decline a request you always take advice from HR as current case law suggests that there are few valid reasons for declining a job share request. Practical solutions should always be considered and discussed with the job sharers to avoid any difficulties.

7. What do I do if I am going to decline the job share request?

The expectation is that most posts will be eligible for job share (see advice above) and therefore when a request is being declined the business and operational reasons should be clearly stated and an explanation of the potential solutions that have been considered and discounted should also be given in writing to the employee. It is important that the case is robust and will withstand scrutiny.

8. Does the Teacher returning from Maternity Leave have the right to return to the same class/year group?

A teacher returning from maternity leave has the right to return to the job in which she was employed under her original contract of employment and on terms and conditions not less favourable than those which would have applied had she not been absent. Therefore if she is employed as a classroom teacher she can return to any classroom teacher post in the school.

9. How do I recruit a job share partner?

The post should be advertised via E-Teach as soon as possible. There is no additional cost in placing an advert over the annual payment paid by schools.

In addition this website is a nationally recognised recruitment forum for schools and recruitment through other medium is rarely necessary.

10. How do I manage a new pair of job sharers?

There are many practical elements which should be considered when managing job sharers. It is vital that arrangements for covering the workload, split in duties/area of responsibility, communication between the pair etc, should be agreed between the job share partners and the school and confirmed in writing - ideally before the start of the arrangement. Attached is a pro forma covering some of the main areas which may apply in your school. Completion of the form with the job share partners would then form an addendum to their contract.

Most difficulties occur with job share arrangements because these issues have not been discussed, clarified and agreed at the start or very early on in the job share arrangements. The agreement should be reviewed on an annual basis to take into consideration changes within the school, curriculum etc. However this does not mean you require a teacher to vary their hours on an annual basis.

There are no rules about how you should manage the various elements within a job share arrangement, however detailed below are some of the areas you may want to consider and best practice advice:

10.1 Weekly communication/Handover

Job share partners would need to communicate on a weekly basis about the pupils and planning etc. Any partnership must be clear what information they are responsible for sharing and the mechanism for sharing that information. It could be as simple as a note book in which specific elements are communicated. If both partners are in school on the same day i.e. they split the week 50/50, a handover session may be scheduled.

10.2 INSET Days

Job share teachers are only obliged to attend a proportion of INSET days (i.e. 2.5 days if job share arrangement is 50/50 split of hours). However there are many benefits to Teachers attending all 5, and many schools would want them to do that. INSET days are a key part in personal and school development for all teachers and School Teachers' Pay & Conditions Document (STPCD), or "the blue book", refers to the fact that teachers should work such reasonable additional hours as may be needed to discharge their duty effectively. Our advice is that it is not an unreasonable request for schools to ask job share teachers to attend INSET days within the remit of directed time, as it is the Head teacher who determines how directed time should be utilised. This requirement of the school could be off-set for the job sharers against other

responsibilities i.e. a reduced attendance at staff meetings (i.e. less than 50% each); see section on staff meetings below.

Please note that the STPCD (See “Working Time” paragraphs) states that “no teacher employed part-time may be required to be available for work on any day of the week or part of any day of the week on which the teacher is not normally required to be available for work under their contract of employment (whether it is for the purpose of teaching pupils and performing other duties or for the sole purpose of performing other duties)”.

10.3 Curriculum responsibilities

All Teachers’ responsibilities include curriculum responsibilities and thought needs to be given how best this aspect is managed for the school.

One option would be for the job sharers to share a major curriculum responsibility - ensuring that the work is allocated fairly. Where this is not practical, responsibility could be considered for curriculum responsibilities which are achievable by a teacher on a job share contract i.e. an individual responsibility for smaller foundation subject.

10.4 Staff Meetings

These are an essential information exchange forum and complete non-attendance can lead to isolation. Schools sometimes alternate the meetings between the beginning and the end of the week to allow both job sharers to attend although this may not be possible in all schools.

Where alternate attendance by both job sharers is not possible or you do not require a job sharer to attend all meetings (see INSET section above) you should ensure that there is a mechanism for sharing the information. You may have a nominated information sharer from each meeting who is responsible for briefing job sharers (and other absentees) on action they need to take. Minutes/action notes could be posted on, for example, the staff notice board the following day. If one job sharer does attend then they should accept responsibility for briefing their job share partner. Providing the mechanism for sharing the information is in place and that should be whatever works best for the school, the non-attending job sharer bears equal responsibility for keeping themselves up to date.

10.5 Reports and Parents Evenings

It is a duty on the part of all teachers to make records and reports, and communicate and consult with parents. Both teachers should contribute to the reports of pupils and communication with parents.

In reality most parents’ evenings take place over a number of sessions and it is reasonable to expect that both job share partners share the responsibility for parents’ evenings.

10.6 Teaching & Learning Responsibility Payments (TLRs)

It is possible to job share a post that attracts a TLR - again discussion with the job sharers is important to establish the sharing of the responsibilities for which the TLR is paid.

TLRs always apply to a post, therefore if a Teacher requests a job share contract and they are currently in a post which has a TLR attached, the recruitment for the job share partner would be for a Teacher post with a TLR.

If, as a result of a restructure within the school, a new post with a TLR becomes available, job sharers would have the right to apply, however both partners would have to be suitable candidates and appointed to the post.

If you have other circumstances relating to job sharers and TLRs please seek further advice from HR.

10.7 Performance Management

Job sharing partners are eligible for separate, individual performance management reviews as any other teacher. It is reasonable that account is taken of the targets that contribute to school improvement - any personal targets will of course relate only to the individual.

10.8 PPA time

Job sharers are entitled to pro rata PPA time.

11. What happens when a job share partner leaves?

The decision to advertise the post should be made by the schools management. If the requirement for the full post remains then the remaining hours should be offered to the existing job share partner. If this is declined then a job share partner should be advertised for. If, due to falling roles/budget difficulties a school has opted not to recruit the other half of the job share and the remaining job share partner becomes a part time member of staff, advice should be taken.

12. What arrangements should I make for the Performance Management of Job Share Partners?

Job share teachers are covered by the current performance management regulations (unless they are employed on a temporary contract for less than one term) and should be treated the same as their full time counterparts. However, objectives should be proportionate to their contractual hours. Shared objectives can be given however individual responsibilities should be specified.

And finally - there are many positive examples of job share arrangements that work very well for schools and teachers. The key to a good job share arrangement is a commitment on both sides to make it work, establishing the arrangements /

principles ideally beforehand (or very early on), clear and regular communication and regular reviews as part of the normal management processes.

Job Share Agreement for Teachers

Names of Job Sharers:	A. B.
Date of Start of job share:	
Job share arrangements:	<i>i.e. 2 x 0.5 FTE</i> A. B.
Directed Time:	
PPA Time:	
TLR Arrangements (if appropriate):	
NQT / Management time (as appropriate):	
Communications/ Planning:	
INSET Days:	
Curriculum Responsibilities:	
Staff Meetings:	
Reports and Parents Evenings:	
Signed - Job sharer A:	
Signed - Job sharer B:	
Signed - Headteacher:	
Date:	
Date of Review of Agreement:	

Guidance on Teachers Job-Share Agreement

This agreement should be completed prior to a job share arrangement starting, and forms the basis of the partnership. Other items can be added to the agreement that apply to the particular circumstances in your school, however it is advised that all the areas specified on the form are considered. This document then forms an addendum to your contract.

It is helpful if all parties have considered possibilities as to how various aspects of the agreement could operate and the advice below suggests some possibilities. Personal circumstances of the job share partners (JSP) will be considered and accommodated where possible however the needs of the school must take precedence.

1. Directed Time

Calculate the proportions of directed time each JSP has during the academic year, deduct the teaching time and consider how the remaining time can be utilised, e.g. to attend all inset days, to attend parents evenings, open afternoons, staff meetings.

NB. Head teachers determine the priorities for activities within directed time.

2. PPA Time

PPA time is proportionate to the amount of hours worked by each JSP. Specify when each JSP will take their PPA time. Some JSPs like to have some PPA time scheduled together throughout the term, Head teacher's should consider accommodating this, however it should be recognised that this may not always be possible as it is dependent on the flexibility of JSPs, timetabling constraints etc.

3. TLR Arrangements

If the post occupied by the JSPs has a TLR attached it is imperative that the individual responsibilities are recorded.

4. NQT/Management Time

If JSPs have additional non-contact time as a result of them being a NQT or having additional management responsibility, specify when this will occur.

5. Communications/Planning

Good communication between job share partners is central to a job share partnership working well for all concerned. A mechanism for handover of information should be established. This may be as simple as a note book where certain types of information are recorded or a telephone conversation between the JSPs at agreed times during the week. JSPs should be clear about what type of information they are responsible for sharing and how they are going to do that.

6. INSET days

It should be clear from the calculation on directed time how many INSET days each JSP is going to attend. If attendance at all 5 INSET days by both JSPs is not required it should be considered how that information is then going to be shared.

7. Curriculum responsibilities

Specify which curriculum areas are the responsibility of each JSP, if they are sharing a curriculum area, ensure that it is clear where individual responsibilities lie.

8. Staff Meetings

This should be taken into consideration in the directed time calculation. The school may opt to alternate the time of the meetings so both JSPs can attend, although this may not be possible in all circumstances. Some schools may split the responsibility of staff meetings and parents' evenings between the 2 JSPs. As with communication it should be clear whether it is the responsibility of the attending JSP to update their colleague or whether it is the responsibility of the non-attending JSP to access the minutes etc and follow up on any queries they may have.

9. Reports and Parents evenings

The agreement should specify how the completion of reports is going to be managed and who is going to attend the parents' evenings.

There are many different ways of arranging these particular elements of a job share partnership, and what works for one pair will not necessarily work for another pair even in the same school. The key is to consider possibilities and agree as much as possible in advance to prevent problems at a later stage. We would advise that the agreement is reviewed at least, on an annual basis, as arrangements made for one particular academic year may not operate as well in the next; therefore there is a need for flexibility by all parties.

